Meeting Date: Monday, January 4, 2016 1:30 p.m.
Meeting Location: East Lake Community Library

LDAC Member Attendance:
- Barbara Pickell, Clearwater System
- Phyllis Gorshe, Dunedin
- Lois Eannel, East Lake
- Maggie Cinnella, Gulf Beaches
- Dave Mather, Gulfport (CHAIR)
- Casey McPhee, Largo
- Susan Hurley, Oldsmar
- Gene Coppola, Palm Harbor
- Angela Pietras, Pinellas Park
- Lisa Kothe, Safety Harbor
- Phyllis Ruscella, St. Pete Beach
- Mika Nelson, St. Petersburg
- Mike Bryan, Seminole
- Cari Rupkalvis, Tarpon Springs

PPLC Staff Attendance:
- Cheryl Morales, Executive Director

Other Guests Attending:

Approved Minutes

1. David Mather called the meeting to order at 1:35 p.m.

2. Approval of December 7, 2015 Meeting Minutes: The minutes were approved.

3. SIG Meeting Reports
   Mike Bryan reported that the Youth Sig reviewed Bright Futures guidelines for teen volunteers at its last meeting. The FLYP workshop is Jan. 29. The next regular Youth Services Sig is Feb. 12. The group may review Jr. Library Guild ordering in March.

4. PPLC Executive Director’s Report
   A. Coordinating PPLC Participation in FLA’s Library Day: Cheryl making appointments with legislators for Jan. 28 and coordinating travel and lodging logistics.
   B. Local Lobbying Platform: Cheryl proposes fine-tuning the lobbying platform for PPLC to highlight our local concerns. Group discussion if access to electronic resources or literacy should be the top priority. Discussion will continue at SPC’s Collaborative Labs on Fri., Jan. 22; Cheryl has scheduled facilitation from 10:30 – 1 with the goal to formulate a localized message.
   C. New PPLC Legislative Sig: Gene Coppola made a motion that a Legislative Sig group be established to create a year-round local lobbying strategy; Lisa Kothe seconded the motion. A majority approved the motion; all locations are encouraged to delegate staff to participate. A director liaison was not yet identified for the group.
5. Old Business
   A. Group Purchasing of Popular Materials: Casey McPhee summarized the outcomes from the December focus meeting with Baker and Taylor. B&T processing and cataloguing charges will be $3.40 per item; items will be shipped directly to each location. B&T will invoice PPLC, which in turn will invoice participating libraries. A new “universal” barcode will be generated by B&T and applied to all items ordered through this effort. Largo will download the on-order and MARC records for the items. Individual libraries will be responsible for adding security tags. Barbara Pickell made a motion that Cheryl Morales be allowed to sign an agreement with Baker and Taylor to provide cataloguing and processing services for materials that member libraries order through this effort; David Mather seconded the motion. A majority approved. Casey will be reaching out to participating libraries to select the pilot list of authors to order; this effort is not expected to get underway until after the Sirsi migration.

   B. ILS Migration Process: Review of Polaris clean-up issues and other migration concerns.
      i. Magazine 14-day Loan Period: During Sirsi set-up discussions, the loan period had been set to 28 days. Cari Rupkalvis made a motion to keep the current 14-day loan period and adjust the Sirsi set-up accordingly; Barbara Pickell seconded the motion. A majority approved the motion.
      ii. Public Notice to Patrons: LDAC discussed the need for a consistent countywide message to patrons about the migration.
      iii. Account Purging: Cari Rupkalvis reported that her staff discovered many expired and unused accounts that had not been purged due to the “check address” block. LDAC requests that Julie Deschaine research this issue and make appropriate adjustments to ensure all unwanted records are purged.

   C. Status of Legislative Appointments: Cheryl Morales shared that she is working on appointments for Library Day in Tallahassee. Lois Eannel shared highlights from the local visits already made and shared dates for upcoming appointments.

   D. Logistics of Museum Passes: Still anticipating a February kick-off event for the pilot program to circulate passes to St. Petersburg’s Museum of Fine Arts. The museum is designing the passes. Library staff will scan a dummy item and patrons will use their checkout receipt for entry. Anticipated 2 family passes per building; 7-day loan period; passes will be viewable in library catalog but not holdable.

6. New Business
   A. Change to Future January Meetings: A motion was made by Gene Coppola to hold future January meetings on the second Monday of the month instead of the first; Casey McPhee seconded this motion. A majority approved.
   B. PPLC Billing: Brief discussion of status of database invoices and clarification on this year’s responsibility for e-book platform fees.
   C. Questions about Claims Returned Policy and Purging Practices: David Mather asked for clarification on PPLC’s “Claims Returned” policies; of particular interest is when a claim is removed/purged from a patron account. Issue needs more research to see how written policy compares with functionality of ILS.
   D. Additional Database Questions: Angela Pietras inquired if we have multi-year price agreements on any of our database subscriptions. LDAC also inquired about the subscription periods for each database. This information may be useful to the Sigs when reviewing and making recommendations about the databases.
   E. Countywide Staff Development Day: Angela Pietras inquired if there would be interest in a combined countywide staff development day in FY2017. Some interest and brief discussion as to logistics and approach to gaining approval.
   F. Identifying Key Area Events Where Members Can Coordinate Efforts to Represent PPLC:
Angela Pietras inquired if the appropriate Sigs should be tasked with creating a prioritized list of countywide events where member libraries could combine efforts to represent the interest of all member libraries. Cheryl Morales suggested that this would be part of the new PPLC staff librarians’ role.

G. **TB Festival of Reading:** Angela Pietras stated that this item was meant to be included in the previous agenda item as an example. Pietras asked Chair David Mather to withdraw this item from the agenda, and there was no objection from the group.

7. **Announcements from PPLC Libraries**
   A. **Clearwater:** NEH grant allows users to digitize their personal archives at the library; patron gets a digital copy and the library catalogs a copy in order to expand local history on Content DM; related programs supported by grant will be scheduled throughout next year.
   B. **Dunedin:** “Great Discussion” civics series resumes Jan-Mar. Phyllis speaking at Jan. 22’s Literacy Council Summit on “Literacy and iPads”; Phyllis also presenting with local school principal at FLA on school/library collaborations. Next year local professor will facilitate political watch party debates.
   C. **East Lake:** Lois attended the joint meeting of the Pinellas County Commissioners and Pinellas County Legislative delegation on Dec. 14 to speak about funding needs of libraries. East Lake staff went to “Escape Room” outing for team building.
   D. **Gulfport:** Added 5 more public computers, total now up to 15. Recent “Bay Voices” men’s choir concert attracted an audience of over 200; chamber music concert on Jan. 28.
   E. **Largo:** “Largo Turns a Page” continues with second featured author Craig Pittman. Casey presenting FLA program “Planning with a Purpose”; Casey was also asked to participate on an ALA-committee on purpose-based planning, schedule for ALA midwinter conference.
   F. **Oldsmar:** Susan is now the director. Circulation staff member with MLS has been promoted to YS position; has theatre background.
   G. **Pinellas Park:** New adult programs being well attended.
   H. **Seminole:** Local librarian, historian, and author Jim Schnur has written an Arcadia Press book on the history of the City of Seminole.
   I. **Tarpon Springs:** “100 Years of Tarpon Springs Library” program on Jan. 27 at 7:00 p.m.

The meeting adjourned at 4:20 p.m.

Respectfully submitted,
Angela Pietras, Secretary